

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON 25, D. C.

July 20, 1960

DEPARTMENTAL CIRCULAR NO. 1024, SUPPLEMENT NO. 18

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: Federal Employees Health Benefits Program: Instructions for
Disposition of Registrations Not to Enroll.

The attachment to Departmental Circular No. 1024, Supplement No. 8, issued April 1, 1960, contained a provision in Part I, B. Registration Not to Enroll, as follows:

3.(c) Establish carrier's copy of Registration Form in a file "Registrations Not to Enroll." Hold file in the employing office pending later instructions for its disposition.

The carrier's copy of SF 2809 for registrations not to enroll accumulated by employing offices through July 31, 1960 are required by the Commission for statistical analysis. We herewith request that your designated agency Health Benefits Officer assist us by being responsible for (1) collecting all of the carrier copies of SF's 2809 electing not to enroll filed through July 31, 1960 by employees of the entire agency; (2) determining that all employing offices and all such SF's 2809 are accounted for; and (3) submitting them at one time to the U. S. Civil Service Commission, Bureau of Retirement and Insurance, Room 304, Pension Building, Washington 25, D. C., no later than August 31, 1960. STAT

We originally contemplated requesting agencies to prepare statistics covering "Registrations Not to Enroll." We now believe that the total operation can be more easily handled centrally in the Commission rather than burden each agency with preparing statistical reports.

On a continuing basis, the carrier copies of SF's 2809 for registrations not to enroll received in employing offices subsequent to July 31, 1960 should be destroyed as there will be no use for these copies.

If information or assistance is needed in complying with this request, it may be obtained by calling Code 129, Extension 3391.

Warren B. Irons
Warren B. Irons
Executive Director

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